**New Sales Process Flow**

1. Make the Sale
2. Fill out The MPA/Lease Agreement
3. Get the Signature
4. Fill out the New Deal Form
5. Attach the signed application, and supporting docs (ID, Check, Etc.)
6. Send the New Deal Form with supporting docs to Mhyleen for processing. [Info@radiantms.com](mailto:Info@radiantms.com)
7. MPA is Submitted to Processing Company
8. Lease Application is submitted to Leasing Company
9. Pending Issues/Exceptions (“PENDS”) identified and provided to Radiant
10. Agent (You) Resolve Pends
11. Approval or Decline Received from Processing and Leasing Company
12. Equipment is Deployed
13. We Confirm receipt and expedite Installation
14. On leases, Internal Verification Instructions provided to Merchant
15. Verification Call Schedule
16. Follow-up to Merchant to make sure verification call was successful
17. Commission is funded